

# Manager- Switch Primary Job

## USER GUIDE

### INTRODUCTION


Managers will use this job aid to switch the primary job for an employee that has multiple jobs. This may be due to that employee covering for another in their department.

1. In the search field, type in the employee's name that you want to end the additional job for. Hit **Enter**.

2. Click **Actions, Job Change**, select **Switch Primary Job**.

Actions	Worker
Frequently Used	Transfer, Promote or Change Job
Start Proxy	Change Business Title
View Worker History	Change Location
Edit Photo	Add Contract
Terminate Employee	Add Job
View Total Rewards	End Job
Benefits >	Report No Show
Business Process >	Terminate Employee
Calendar >	Manage Probation Periods
Compensation >	Edit Notice Periods
Job Change >	Request Transfer to Me
	Switch Primary Job
	View Notice Periods


3. A new screen appears with information that needs to be completed. Any field with a red asterisk **\*** is required.

Click the pencil icon  to enter in the information.

The Primary Job that they are moving to should already prefill when clicking on the pencil icon


**Details**

**Date and Reason**

Reason \* 

Effective Date \*

**Proposed Primary Job**

Primary Job 

Proposed Primary Job \*

**All Jobs**

Primary Job

Additional Jobs

4. Once the fields are completed, click **Submit**.
5. This will go the HR Partner for review and approval based on the job details.



**Note:** If you have questions when initiating this, please reach out to the HR Partner for your department.